



Burlington Fire Department



BUSINESS OFFICE

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TO: Members of the Burlington Board of Finance

FROM: Lise E. Veronneau, Business Administrator
BURLINGTON FIRE & POLICE DEPARTMENTS *Lise*

DATE: December 6, 2013

RE: FY 14 Contract for Ambulance Billing Services VNA

This is a request for **authorization to extend the current agreement** with the Visiting Nurse Association of Chittenden and Grand Isle Counties, Inc. (VNA), a health care benefit corporation organized under the laws of Vermont, with principal offices at 1110 Prim Road, Colchester, Vermont 05446. It is also to waive the Request for Proposal (section 2. (c) requirements of the City's August 21, 2000 Purchasing Policy, as allowed in section 19 of the Policy.

Earlier in the year, we entered a 6 month agreement for FY 14 to continue services till 1/8/2014 anticipating that the billing service was being put out to bid. However, we are behind on the RFP process and have to change the effective date of the agreement for the responding vendors to July 1, 2014.

Therefore, as the current agreement, if renewed will result in a service agreement over \$50,000 for the year, this extension is being brought to the Board of Finance.

The 6 month renewal is \$29,332 and would provide for ambulance billing services to continue being done by VNA through 6/30/2014.

The FIRE Department budget line item Billing Services, account 101-15-041-8000, was approved with funds allocated specifically for this purpose.

CC: Rich Goodwin, COB Asst CAO of Finance